

# **TOWN OF EAST WINDSOR RISK MANAGEMENT ADVISORY COMMITTEE**

## **Minutes of January 29, 2013**

A meeting of the East Windsor Risk Management Advisory Committee was held on Tuesday January 29, 2013 at the East Windsor Town Hall, 11 Rye Street, Broad Brook, CT.

### **Call Meeting to order / roll call:**

Ed Alibozek called the meeting to order at 10:46 a.m.

The following were in attendance:

Ed Alibozek – WPCA  
Jennifer Browne – First Selectman's Office  
Len Norton – Town Engineer  
Ginny Powers – Building Department  
Dan Scott – Public Works Department

### **Visitors:** Denise Menard – First Selectwoman

- Ms. Menard distributed a memo from CIRMA informing her that the Town of East Windsor has been selected as a 2013 CIRMA Risk Management Achievement Award recipient, recognizing the Town of East Windsor for the outstanding efforts of the First Selectwoman and the Town's Safety and Health Committee to achieve and maintain a safe and healthy workplace.

Ms. Menard also gave the Risk Management team an updated copy of "A Best Practices Guide to Establishing & Administering a Safety and Health Committee".

### **Old Business:**

- **First Report of Injury Forms:** Reviewed Accident Investigation Report covering January 1, 2012 – November 20, 2013.

Discussed common injuries, wheelchair lift injury and the need for prompt repairs.

Problems/Issues with equipment that are noted on driver's trip sheets must be addressed and fixed in a timely manner to avoid further injuries.

- **Side door steps at Town Hall** still remain a safety issue. While no accidents have been reported, numerous *near* accidents entering or exiting have been witnessed. Suggestions of a ramp or creating a landing matching the elevation at door level were discussed. Will confer with the Building Official for code compliance on landing and stairs.

**Training:**

- Schedule Strains and Sprain workshop.
- Classes for First Aid and CPR
- Develop emergency evacuation plan for Town buildings, employees and visitors.
- Practice Fire Drill evacuation, where to meet, accountability of staff and visitors.

**New Business:**

- **Open Discussion:**

Add Handicapped entrance signage at the back door.

Questions on whether Town Hall has adequate smoke and CO detectors.

Safety of employees working after hours:

- \* Ask for volunteer(s) to assist Jennifer in locking doors at closing time.
- \* Remind employees not to let people in after hours.
- \* When working after hours, park in front where you are more visible if emergency assistance is needed.

**Adjournment:**

Motion to adjourn made by Ed Alibozek, seconded by Ginny Powers at 11:57 a.m.

Respectfully submitted,

Ginny Powers